

## **ALMS Job Aid # 2 – ALMS Terminology**

**Class:** Group of learners taking a **course iteration**. Class is NOT a scheduled event or a curriculum.

**Class Manager:** Responsible for the execution of a course. Class Managers work with Course iterations and Lessons.

**Content:** Educational material/Instructional material.

**Course:** Generic instance of high level aggregation of learning products. A complete series of instructional units (phases, modules and lessons) identified by a common title or number. It trains critical task required for qualification of a specific job.

**Course iteration:** Scheduled instance of a **Course** – inherits attributes of the **Course** it was built from. A scheduled instance of a Course; a Course to which start and end dates and location have been applied and generally under the management of a Class Manager or Scheduler.

**Course Manager:** Responsible for content and establishment of Courses, Lesson Templates, Tasks. A Course Manager (CoM) for a specific course ensures it is current, established class start and end dates, submits Course administrative data(CAD) and programs of instruction (POI), ensures iterations are presented as designed and scheduled(start and end dates), assists Class Managers (CM) as needed, acquires Resources required to present the course, identifies Course problems and implements viable implementation solutions.

**Courseware:** **Content** designed to be delivered to learner as replacement for human instruction. An actual instructional package (including content and technique) loaded in a computer, training device, or other instructional delivery system.

**Domain:** Security control used to manage access within the LMS – closely correlated to proponents and groups. The electronic environment established by the LMS primarily to control access to materials.

**Employee:** Any user with an LMS account, especially cadre, staff and faculty.

**Enrollment:** Learner has been accepted into Course or has had materials shipped (ACCP) or has begun accessing electronic learning materials.

**Group:** Organizational attribute used to manage Products, Skills, and Resources – closely correlated to Domains and Proponents. [Groups is also used to denote a sub-division of a Class]

**Instructor:** Responsible for the presentation of content. Any personnel, military or civilian, who conducts instruction.

**Learning item/Learning offering:** Learning product.

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**Lesson:** Scheduled instance of a **Lesson Template** – inherits attributes of **Lesson Template** it was built from. The basic building block of all training. The level at which training is designed in detail. The lesson is structured to facilitate learning. A lesson normally includes telling or showing the soldiers what to do and how to do it, an opportunity for the soldiers to practice, and providing the soldiers feedback concerning their performance.

**Lesson Template:** Generic instance of lowest level learning product overtly managed by the LMS. The basic instructional unit for the LMS; a model for conducting instructor-led training which includes all training goals and requirements necessary to accomplish the specific training mission.

**Product:** **Content** packaged for delivery to learners. Includes control data. Examples are Courses, Lessons, stand-alone digitized packages (Courseware), physical training materials (texts, aids)

**Proponent Agency:** Responsible for content management.

**Registration:** Formal assignment of learner to a class and Course iteration. Results in ATRRS registration messages being sent to LMS for ATRRS managed course.

**Reservation:** ATRRS term used to denote a seat being held against a name. Not used within LMS.

**Schedule:** Assignment of Resource(s) to support a Lesson or event.

**School:** Responsible for training execution. In TRADOC, Proponents and schools are often combined, as in Proponent School, e.g. Intelligence Center and School. The LMS can provide training management support to institutions that are either or both.

**Unit/Organization:** Organizational structures to which learners belong.

### **Role-Based User Abbreviations:**

<b>AI – Assistant Instructor</b>	<b>L – Learner</b>
<b>CM – Class Manager</b>	<b>LMS – Learning Management System</b>
<b>CoM – Course Manager</b>	<b>PD – Product Distributor</b>
<b>CrM – Classroom Manager</b>	<b>SA – System Administrator</b>
<b>DTFM – Digital Training Facility Manager</b>	<b>Sched – Scheduler</b>
<b>F – Facilitator</b>	<b>SME – Subject Matter Expert</b>
<b>FM – Facility Manager/Resource Manager</b>	<b>TA – Training Approver</b>
<b>I – Instructor</b>	<b>UTM – Unit Training Manager</b>